



# Using Zoom for Virtual Committee Meetings

## AOC Incentive Training 2021



## Meeting or Webinar?

1



or



## Scheduling & Securing

2



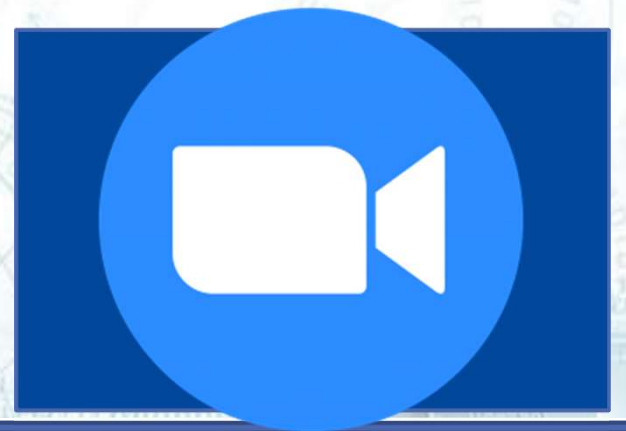
## Managing a Meeting

3



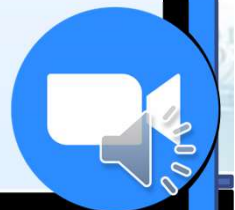
## After the Meeting

4



zoom

## Meetings vs. Webinars





## Best Practice



- ✓ Panelists vs Attendees
- ✓ Q & A
- ✗ Break Out Rooms



# More Resources

1



Schedule a Webinar



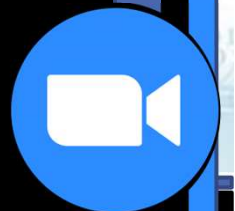
Attendees and Panelists



Polling in Webinars

[Visit Incentive 2021 Zoom Page](#)







Sche

2

Schedule meeting

**Schedule Meeting**

Topic

Zoom Meeting

☒ Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Update Invite



New Meeting



Join



Click S

Share scre

#### Security

☒ Passcode 993914

☒ Waiting Room

#### Video

Host: ☐ On ☒ Off

Participants: ☒ On ☐ Off

#### Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

#### Calendar

☒ Outlook

☐ Other Calendars

#### Advanced Options

#### Interpretation

Save

Cancel





## Best Practice

- ✓ Update Meeting Invite to include instructions






# Scheduling a Meeting

2

Meeting ID

Security

 Schedule meeting

### Schedule Meeting

**Topic**

Zoom Meeting

Start: 

Fri November 13, 2020

06:00 PM

Duration: 

1 hour

0 minute

☐ Recurring meeting 

Time Zone: Arizona

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID 401 297 0997

**Security**

☒ Passcode 

993914

☒ Waiting Room

**Video**

Host: ☐ On ☒ Off Participants: ☒ On ☐ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

☒ Outlook ☐ Other Calendars

**Advanced Options**

**Interpretation**

Save

Cancel





## Best Practice



- ✓ Require Passcode
- ✓ Enable Waiting Room



# Scheduling a Meeting

2

Schedule meeting

## Schedule Meeting

Topic

Zoom Meeting

Start: Fri November 13, 2020 06:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Arizona

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 401 297 0997

### Advanced Options ^

- ☐ Enable join before host
- ☒ Mute participants upon entry
- ☐ Only authenticated users can join: Sign in to Zoom
- ☐ Automatically record meeting on the local computer

Alternative hosts:

john@company.com

Interpretation

Save

Cancel



## Best Practice



Disable Join Before Host



# Scheduling a Meeting

2

Schedule meeting

## Schedule Meeting

Topic  
Zoom Meeting

Start: Fri November 13, 2020 06:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Arizona

Meeting ID  
☒ Generate Automatically ☐ Personal Meeting ID 401 297 0997

Advanced Options ^

☐ Enable join before host

☒ Mute participants upon entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting on the local computer

Alternative hosts:  
john@company.com

Interpret

Click Save

Save

Cancel





## Best Practice

- ✓ Assign an Alternate Host
- ✓ Communicate Roles



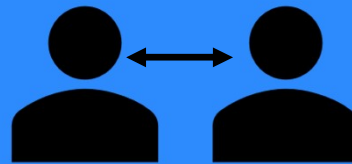


# Meeting Roles

2



Host



Co-Host

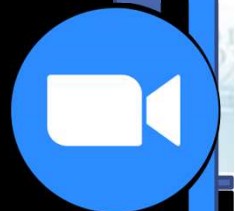


Alternate Host



Participants







zoom  
Waiting Rooms

A large computer monitor with a black frame and stand. The screen is light gray and displays the Zoom logo in blue, with the words "Waiting Rooms" in black below it. The background of the slide features a faint, stylized globe with binary code (0s and 1s) overlaid on it.





## Best Practice

- ✓ Allow Participants In
- ✓ Take Roll Call
- ✓ Remind Participants to
  - Mute their microphone
  - Use the Raise Hand feature
  - Do not place phone on hold





T

Members of the public are welcome to listen to the meeting by joining the conference call. Please ensure that your telephone is muted, and do not place the call on hold.

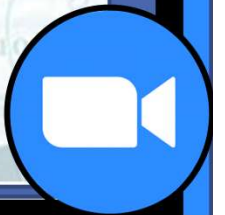
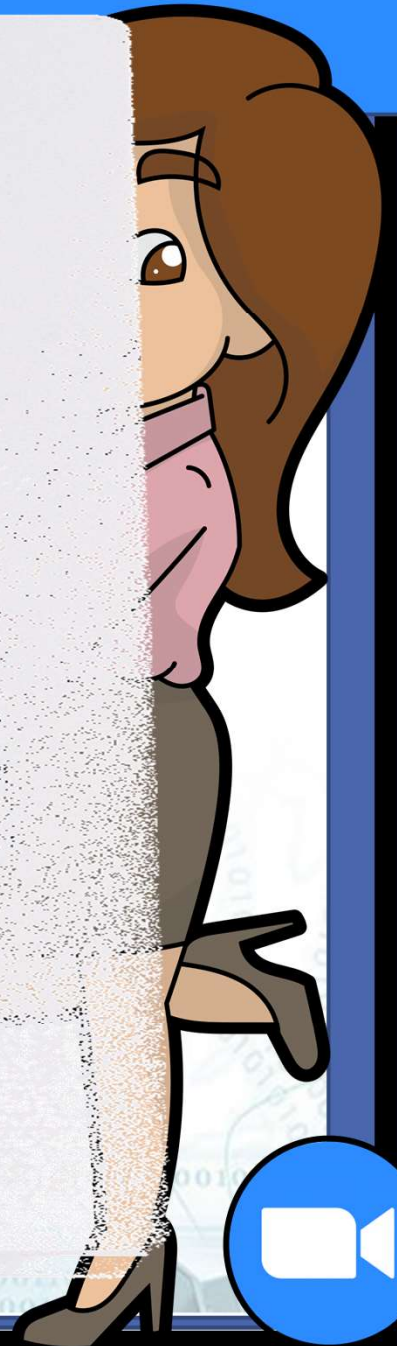
The Call to the Public portion of the agenda is provided for public comment. If you wish to address the Committee, please send the following information to: [contact@courts.az.gov](mailto:contact@courts.az.gov).

Name:

Representing:

I wish to speak about (subject):

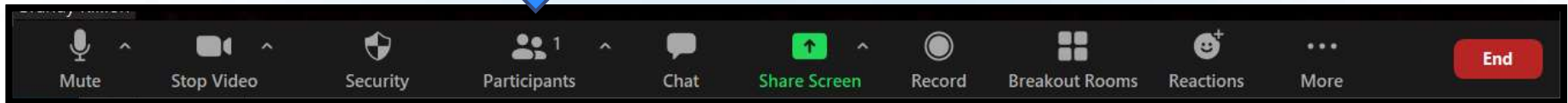
The Commission Chair will call the name of persons who have submitted a public comment request. Each public comment is limited to 3 minutes. If you have a comment that may take more than 3 minutes, or if you prefer not to speak publicly, you may submit your comment in writing to staff at [contact@courts.az.gov](mailto:contact@courts.az.gov).







## Participants

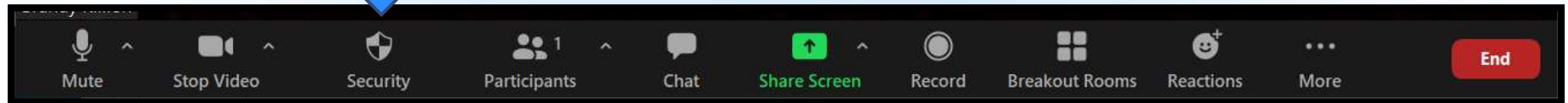


Action	Menu Item
Chat with Participant	Chat
Ask to Turn on Video	Ask to Start Video
Make Host / CoHost	Make Host Make Co-Host
Allow Record	Allow Record
Assign CC duty	Assign to type Closed Caption
Change Name	Rename
Send to Waiting Room	Put in Waiting Room
Remove from Meeting	Remove

The diagram illustrates the context menu for a Zoom participant. On the left, a list of participants is shown, including 'Lee Sheng Shun (Host, me)' and 'Jack Barker'. A right-click context menu is open over the participants list, displaying various actions. Blue callout boxes map specific actions to the corresponding menu items. The 'Make Host / CoHost' action is mapped to both 'Make Host' and 'Make Co-Host' options in the menu.



## Security



Lock Meeting

Lock Meeting

Waiting Room

✓ Enable Waiting Room

Permissions

### Allow participants to:

- ✓ Share Screen
- ✓ Chat
- ✓ Rename Themselves
- ✓ Unmute Themselves



Record



Mute



Stop Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

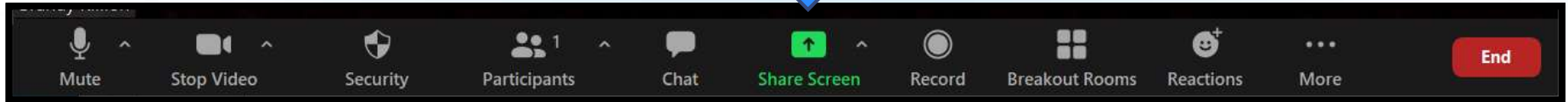


More

End



Share Content





zoom  
Sharing Your Screen





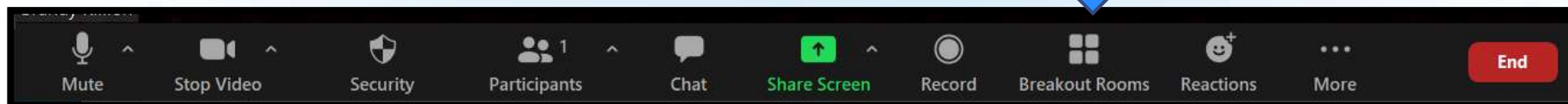
## Best Practice

- ✓ Allow members to share
- ✓ Share presentation for members





Breakout Rooms



# Break Out Rooms

3



A large computer monitor with a black frame and stand. The screen is light gray and displays the Zoom logo in blue, with the text "Video Breakout Rooms" in black below it. The background of the slide features a faint, stylized globe and binary code (0s and 1s) in the bottom right corner.

zoom  
Video Breakout Rooms





## Best Practice

- ✓ Set up a Practice Meeting



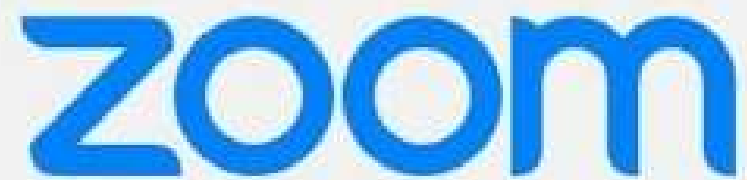


## Best Practice



# Polling Feature



The Zoom logo is displayed in a large, blue, lowercase font.

Zoom 101 : Polling (in Meeting)





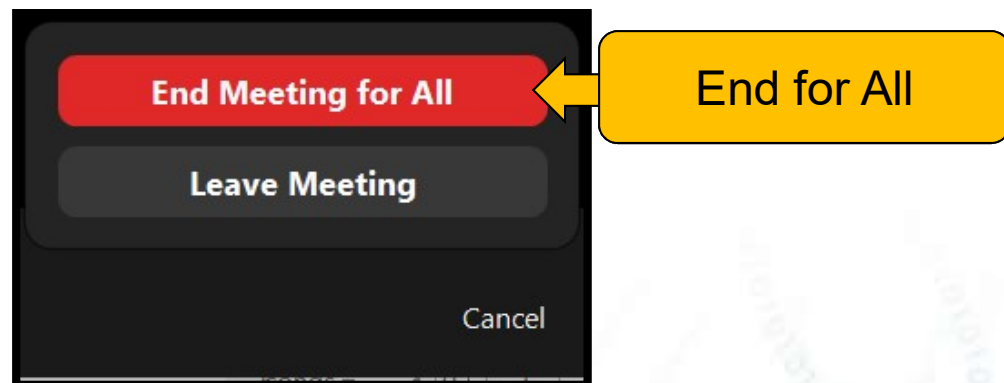
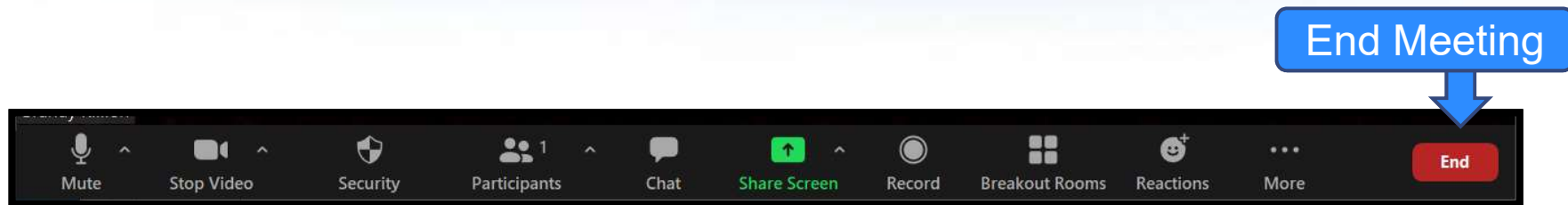
## Best Practice

- ✓ Draft questions in advance
- ✓ Make note in chat



# Ending Meeting

3





After the Meeting

4



**After the Meeting**



# After the Meeting

4

